

Job Description – Early Years Room Lead



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Early Years Room Lead

Reports to: Early Years Supervisor / Headteacher

Liaison with: Headteacher, Early Years Supervisor, Early Years Practitioners, Hub Business Managers, School-based Administrators and Parents

Main Job Purpose:

To lead the day-to-day operation of a nursery room, ensuring the highest standards of childcare, learning and safeguarding are consistently delivered.

The Room Leader is responsible for creating a safe, stimulating and nurturing environment that supports children's emotional wellbeing and development in line with the Early Years Foundation Stage (EYFS) statutory framework.

The role includes supervising room staff, maintaining compliance standards, supporting parent partnerships and ensuring excellent practice throughout the nursery.

Main Duties:

Childcare and Learning

- Provide high quality care and education for children aged within the allocated room group.
- Plan and implement engaging activities in line with the EYFS statutory framework.
- To help maintain the safety, security, personal and emotional welfare of the children, bringing to the attention of the Nursery Manager / Headteacher anything about a child which gives cause for concern.
- To be aware of general health, safety, welfare and hygiene standards and ensure that standards are met in line with school policy.
- Observe, assess and record children's progress accurately.
- Promote inclusive practice and equal opportunities for all children.
- Support children's independence, confidence and self-esteem.
- Ensure all activities are age-appropriate, stimulating and safe.

Room Leadership and Management

- Lead the daily running of the nursery room.
- Ensure staff deployment supports ratios and effective supervision.
- Organise room routines, transitions and activities effectively, including liaison with Reception staff.
- Maintain high standards of cleanliness, safety and presentation.
- Monitor the quality of practice within the room.
- Act as a positive role model for all staff.
- Support the induction and development of new employees and apprentices.
- Delegate responsibilities appropriately and provide guidance where needed.

Safeguarding and Welfare

- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Maintain confidentiality at all times.
- Ensure children's welfare remains the highest priority.
- Record accidents, incidents and medication administration accurately.

- Carry out risk assessments and daily safety checks.
- Ensure the room complies with health and safety regulations.
- Respond appropriately to safeguarding concerns and report to management/designated safeguarding lead.

Parent and Carer Partnerships

- Build professional and positive relationships with parents/carers.
- Provide regular feedback regarding children's progress and wellbeing.
- Support settling-in sessions and room transitions.
- Address parent queries professionally and sensitively.
- Encourage parental involvement within the nursery environment and maintain appropriate levels of confidentiality.

Administration and Compliance

- Maintain accurate children's records and learning journals.
- Support nursery policies, procedures and Ofsted requirements.
- Attend all staff meetings, supervision sessions and training.
- Contribute to continuous quality improvement within the nursery.
- Ensure all documentation is completed within required timescales.

Health and Safety and Safeguarding:

- Comply with the Trust's Health and Safety rules and regulations, and with Health and Safety legislation.
- To fully comply with the Trust's safeguarding policy - Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Work within the school policies and procedures.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Early Years Room Lead



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Key Criteria	Essential	Desirable	Assessed
Education and Qualifications	<ul style="list-style-type: none"> • Hold a Level 3 qualification in Early Years Childcare, or above, or equivalent recognised qualification. • Qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework 	<ul style="list-style-type: none"> • Willingness to undertake further relevant study or training and be committed to undertaking further development as required • A First Aid Qualification 	Application Form Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Secure understanding of child development and the EYFS • Knowledge of safeguarding and child protection procedures • Understanding of inclusion and equality of opportunity • To have a secure knowledge of child development and ways in which children can be encouraged to learn • To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively • To relate well to pupils and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children • To be aware of the need for confidentiality • To have a commitment to equal opportunities • Knowledge of safeguarding children 	<ul style="list-style-type: none"> • Knowledge of EYFS Curriculum 	Application Form Interview
Experience	<ul style="list-style-type: none"> • Practical experience of working in an early years setting, either as part of training or employment • Supporting or supervising staff. • Planning activities and tracking child development. • Working in partnership with parents/carers. 	<ul style="list-style-type: none"> • Experience supporting staff or leading a room • Paediatric First Aid qualification. • Food Hygiene certificate. • SENCO experience or inclusion knowledge. • Previous Room Leader experience. • Experience preparing for Ofsted inspections. 	Application Form Interview

Key Criteria	Essential	Desirable	Assessed
Personal Attributes	<ul style="list-style-type: none"> • Willingness and ability to be flexible in duties and hours worked • Ability to get on well with a wide variety of people, be tactful and ensure confidentiality • An interest in issues relating to teaching and learning • Commitment to own professional learning • Smart and professional appearance • Reliability and integrity • Commitment to safeguarding and protecting the welfare of children • Support the Trust’s vision, Christian ethos and values that are embedded in the day to day and long-term running of the setting and the wider school • Support the Trust’s values of love, hope and joy. 		Application Form Interview